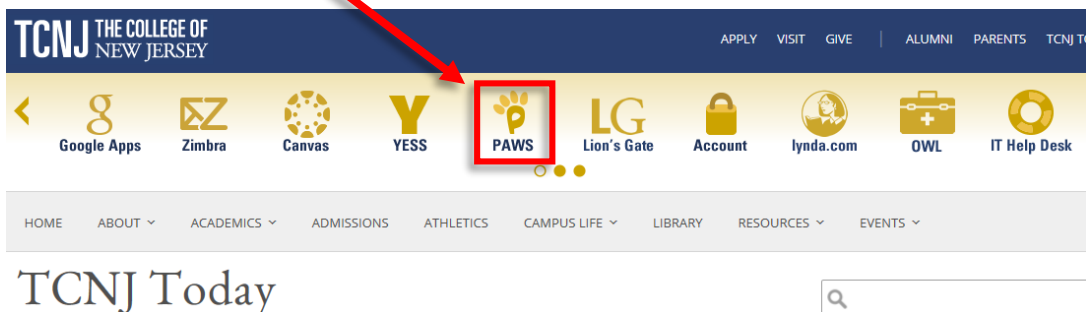


HOW TO GRANT STUDENT PERMISSION IN PAWS



WHAT IS STUDENT PERMISSION? The Department of Education requires a student's authorization before the Title IV financial aid credits can be applied to prior semester balances. Students have the ability to complete the online Student Permission Form authorizing the College to pay the outstanding charges with your financial aid credit.

1. Visit the TCNJ homepage — <http://tcnj.pages.tcnj.edu/>
2. Click the **TCNJ TODAY** in the top right hand corner of the page.
3. Click on the **PAWS icon** in the top center of the menu bar.



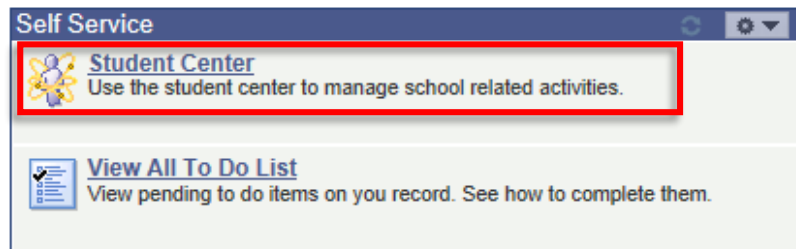
4. Login with your **TCNJ Username** and **Password**.



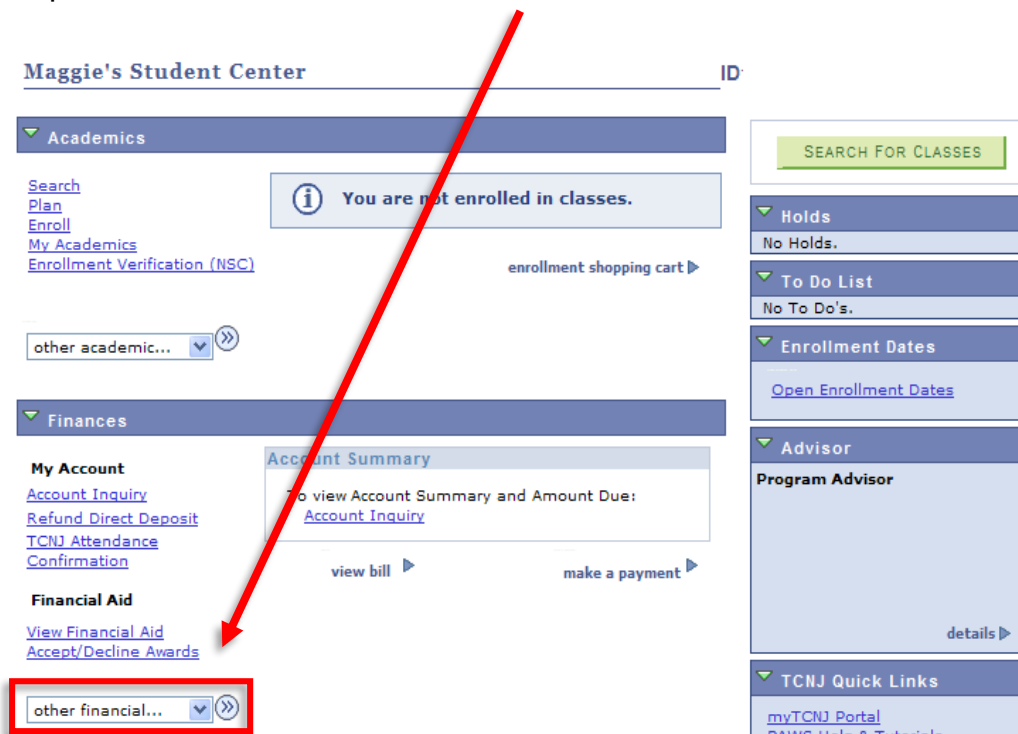
PAWS

[Account Manager](#)

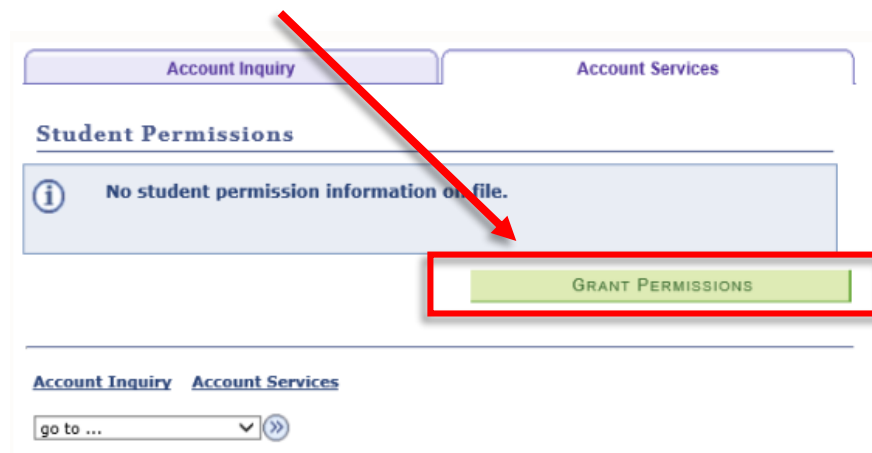
5. In the Self Service box, click the **Student Center** link



6. Look under the blue line titled **Finances**, click on the **other financial** from the drop down list, and then click **View Student Permissions**.



7. Click on **Grant Permissions**.



8. Please read the Student Permission Agreement

Student Permissions



1. Select Permission Form

IF YOU ARE RECEIVING FINANCIAL AID PLEASE READ AND TAKE APPROPRIATE ACTION. NO ACTION IS REQUIRED IF YOU ARE NOT A FINANCIAL AID RECIPIENT.

The Department of Education has implemented federal regulations that authorize The College of New Jersey to administer Title IV financial aid funds. Title IV funds are financial aid you may receive in your financial aid package from The College of New Jersey and include:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (SEOG)
- Federal Perkins Loan
- Federal Education Loan Program
 - Stafford Loan Program - Subsidized and Unsubsidized
 - Parent Loan
- Federal Work Study Program

Federal regulations stipulate that Title IV financial aid funds cannot be applied to your student account until ten (10) days prior to the first day of classes. Federal regulations further require that The College of New Jersey apply your Title IV financial aid funds to 'allowable charges', which are tuition, mandatory fees, and housing and board charges contracted with The College of New Jersey. The College of New Jersey also allows many departments to assess charges to your student account in order to consolidate billing. Some of these charges might include Parking Permit fees, Health Center charges, and other miscellaneous charges. Federal regulations require The College of New Jersey to obtain your authorization to apply your Title IV financial aid to all charges appearing on your student account.

Your permission to authorize financial aid to pay for these charges will expedite the settlement of your student account. If authorization is not received prior to the settlement due date, the Title IV financial aid funds will not be applied to all charges. This may result in an outstanding balance on your student account and cause late charges to be assessed.

You are not required to give authorization but if so, you may rescind the authorization at any time in person at the financial aid office during normal business hours. Once the authorization is signed the Secretary of Education considers the initial authorization to continue to be valid for future years so long as The College of New Jersey notifies the student/parent in subsequent years before applying the Title IV financial aid to the student's account.

Select a permission form and click next to continue with the agreement process or click cancel.

Permission Form	Description
<input checked="" type="radio"/> TITLE IV	Students allow Title IV money to pay all outstanding non-tuition related fees and fines for the current award year or the previous year.

CANCEL

NEXT

9. Select **TITLE IV**, and click **NEXT**.


10. Check the “**Yes, I have read the agreement**” box and click **SUBMIT** to grant permission.

Student Permissions 1 2 3

2. Permission Form Agreement

I authorize The College of New Jersey to retain in my account any excess Title IV financial aid funds and apply them toward any charges that may appear on my account for the academic year.

Students allow Title IV money to pay all outstanding non-tuition related fees and fines for the current award year or the previous year.


The agreement is dated: 03/29/2016  **Yes, I have read the agreement**

[CANCEL](#) [PREVIOUS](#) [SUBMIT](#)

11. You should receive confirmation that the permission form was accepted.

Student Permissions 1 2 3

3. Student Permission Confirmation

 **Your permission form has been accepted.**

[VIEW STUDENT PERMISSION](#)